

## VENDOR GUIDE

### How to do Business with PCWA.

Thank you for your interest in doing business with Placer County Water Agency (PCWA). This guide should assist potential vendors in understanding PCWA's procurement process. For more information on our process as well as PCWA's terms and conditions in purchasing goods and services please visit PCWA's website at [www.pcwa.net](http://www.pcwa.net).

### Becoming a PCWA Vendor

PCWA welcomes new vendors and encourages full participation to ensure open and fair competition. Upon determination as the lowest responsive and responsible vendor, a new vendor is expected to complete a Vendor Identification Form and W-9.

### Payment Terms

PCWA's payment terms are net 30 days from the date the Agency accepts the service/product in accordance with the Terms and Conditions set forth in the Purchase Order. To facilitate prompt payment, invoices should include the Purchase Order Number, order date, PCWA personnel contact, delivery address, applicable discounts, and other special order information.

### EFT Payments

PCWA now offers Electronic Funds transfer (direct deposit) payments to vendors. To request an application contact [accountspayable@pcwa.net](mailto:accountspayable@pcwa.net)

### Delivery and Inspections

PCWA has many locations and deliveries are typically FOB Destination. Inspection and acceptance for products and services are subject to PCWA's Terms and Conditions. Failure to deliver, or delivery of nonconforming goods and/or services, may be cause for cancellation, postponed payment, or appropriate remedies agreed to or otherwise allowed by law.

### Insurance, Bonding & Licenses

In conducting business with PCWA it is important to be mindful of insurance, bonding and license requirements. An additional insured endorsement certificate will be required with all insurance requests.

PCWA is a public entity that must adhere to specific government codes and regulations. It is prudent for vendors to become familiar with the regulations and requirements incurred while doing business with a government entity including, but not limited to, prevailing wage laws, complying with sealed bidding procedures and consenting to non-collusion agreements.

Vendors will be required to satisfy all current legal requirements applicable to the scope of work, including and without limitation to other requirements, compliance with the Title VI of the Civil Rights Act of 1964, the California Labor code Section 1735 provision barring discrimination, the Copeland (Anti-kickback) Act, the Contract Work Hours and Safety Standards Act, and the California Department of Industrial Relations requirements to pay prevailing wages, including weekly certified payrolls, and the State Apprenticeship Requirements in Section 1777.5.

Further, to be considered a responsible vendor, current licensure must be maintained in accordance with the California Contractors State Licensing Board or appropriate professional certifying authority for the services requested. Before

award of a bid, licenses, references and experience will be queried, verified, and substantiated as part of the determination of responsibility.

### Typical Insurance Requirements For Purchases/Services

All insurance requirements MUST be approved by Agency Risk Management personnel before services/deliveries are authorized. The information listed below are the "typical" requirements. Best rating of A -7 or better.

- Commercial General Liability – Not less than \$1,000,000 combined single limit per occurrence coverage for bodily and personal injury and property. \$2,000,000 Aggregate.
- Automobile Liability – Not less than \$1,000,000 per occurrence, all vehicles
- Workman's Compensation – Type and amount in strict compliance with State and Federal statutes, with employer's liability limits to be not less than \$1,000,000 per accident.
- Additional Insured, Form CG210 10 1093 or equivalent, which names PCWA, its Directors, Officers, employees or authorized volunteers as the additional insured. (GL & Auto).

